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115 56-1313

10 AUG 1955

MEMORANDUM FOR: Deputy Director (Plans)
THRU: Deputy Director (Support)
SUBJECT: Capabilities of the Office of Training

1. The purpose of this paper is to outline, for your information, the capability of the Office of Training to meet your training requirements as it adjusts to the situation resulting from the ceiling placed on personnel strength on 31 July 1955.

2. Sufficient time has now elapsed to show that, in general, OTR will be able to continue to provide training at the current level. However, because certain essential activities of OTR were understaffed in July 1955, some internal reallocation of positions and personnel has become necessary, resulting in a reduction of a few programs appearing to be of relatively low priority.

3. The staff of the Reading Improvement Program is being reduced from six persons to two, with a corresponding reduction in capability to provide instruction in this field.

4. OTR plans for 1956 called for expansion of its management and supervisory training courses to meet the rapidly increasing specific requirements for this type of instruction. A substantial expansion of its capability to conduct language and area training was also intended, to serve the growing recognition of the need for such training. These plans, however, are currently in abeyance.

5. Requests for new courses and for special or tutorial training will be carefully considered, but strong justification will be necessary, inasmuch as, in general, such activities can be undertaken only at the expense of existing ones.

6. The Operations School, which is the unit of OTR whose sole mission is to provide training for the Clandestine Services, was the one unit seriously affected by the personnel freeze. Because of the chronic difficulty in finding qualified instructors, the Operations School in July 1955 had vacant slots amounting to one fourth of its authorized strength. These slots have been lost and can be regained only at the expense of other OTR components which are fully staffed and occupied.

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7. The Operations School thus has a considerably reduced potential strength in the face of new and increasing requirements. A survey by OTR of the training implications of the FY 1958 DD/P Cold War Programs suggests that there may well be an increase in the requirements for covert training generally, and for certain subjects such as counter-espionage for staff training. Requirements for the training of personnel of foreign intelligence and security services appear to be on the increase. Requests for the dispatch of OTR instructors for TDY overseas are not expected to decrease. A clearer understanding of these possible requirements is expected to emerge as a result of the current field trip of the Director of Training, with definitive planning as to the best use of OTR assets.

8. The quality of training will be maintained, and an attempt will be made to meet all reasonable requests. OTR is willing to modify and readjust its present alignment within its ceiling as priorities and requirements change, and expects to do so. Your comments on these proposed readjustments would be appreciated.



Acting Director of Training

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10 JUL 1955

MEMORANDUM FOR: Deputy Director (Intelligence)
 THRU: Deputy Director (Support)
 SUBJECT: Capabilities of the Office of Training

1. The purpose of this paper is to outline, for your information, the capability of the Office of Training to meet your training requirements as it adjusts to the situation resulting from the ceiling placed on personnel strength on 31 July 1955.

2. Sufficient time has now elapsed to show that, in general, OTR will be able to continue to provide training at the current level. However, because certain essential activities of OTR were understaffed in July 1955, some internal reallocation of positions and personnel has become necessary, resulting in a reduction of a few programs appearing to be of relatively low priority.

3. The staff of the Reading Improvement Program is being reduced from six persons to two, with a corresponding reduction in capability to provide instruction in this field.

4. OTR plans for 1956 called for expansion of its management and supervisory training courses to meet the rapidly increasing specific requirements for this type of instruction. A substantial expansion of its capability to conduct language and area training was also intended, to serve the growing recognition of the need for such training. These plans, however, are currently in abeyance.

5. OTR believes it to be in the best interest of the Agency to continue the publication of the monograph series, "Studies in Intelligence," and plans to do so. The eventual fate of this program is undetermined, however, as no slots have ever been allocated to it.

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Acting Director of Training

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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Capabilities of the Office of Training

1. Before the Director of Training left for the field, he requested me to inform the DD/P, DD/I and DD/S how the proposed adjustment of the Office of Training to its personnel ceiling would affect its capability to meet their training requirements.

2. Your familiarity with our situation makes a detailed exposition unnecessary. Sufficient time has now elapsed to show that, in general, OTR will be able to continue to provide training at the current level. The capacity to meet probable requirements of DD/S components appears to have been affected very little.

3. The staff of the Reading Improvement Program is being reduced from six persons to two, with a corresponding reduction in capability to provide instruction in this field.

4. OTR plans for 1956 called for expansion of its management and supervisory training courses to meet the rapidly increasing specific requirements for this type of instruction. A substantial expansion of its capability to conduct language and area training was also intended, to serve the growing recognition of the need for such training. These plans, however, are currently in abeyance.

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Acting Director of Training

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